

## **CITY OF BEAVERTON**

### **Assistant City Attorney 1**

#### **General Summary**

Assist the City Attorney in providing legal advice and representation to the City, with primary emphasis on one of the following areas: criminal prosecution and support to law enforcement; land use decision making and support to planning and community development.

#### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Prosecute cases on behalf of the City. Appear in court for criminal, traffic and code enforcement proceedings. Negotiate case disposition as appropriate.
2. Review cases to determine what, if any, charges should be filed in court.
3. Interview and prepare witnesses and victims for case presentation and advise of status.
4. Provide legal training to police on criminal law-related issues.
5. Assist Law Clerk on assigned cases as necessary.
6. Provide legal counsel to City operating departments, as assigned, including department and division heads and their designated staff. Attend, as needed, official advisory board and commission proceedings including Board of Design Review and Planning Commission. Provide legal assistance and review and advise as to form their written and oral decisions.
7. Evaluate performance and program effectiveness and recommend action for improvement as necessary.
8. Participate in department operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
9. Participate in the City Emergency Management program including classes, training sessions and emergency events.
10. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.

12. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
13. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Follow standards as outlined in the Employee Handbook.
15. Develop safe work habits and contribute to the safety of self, co-workers and the general public.
16. Support and respect diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Basic knowledge of legal procedures, both civil and criminal.
- ◆ Basic knowledge of legal research techniques.
- ◆ Basic knowledge of the laws and regulations governing municipal law with emphasis on criminal prosecution and law enforcement.
- ◆ Basic understanding of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to criminal prosecution.
- ◆ Basic understanding of public purchasing and contracting laws and regulations.

### **Skills/Abilities Required**

- ◆ Basic ability to prosecute cases.
- ◆ Strong skill conducting legal research, analyzing legal issues, and drafting legal documents, including pleadings and memoranda.
- ◆ Basic ability to provide legal advice and conduct negotiations.
- ◆ Basic ability to analyze cases and determine appropriate charges and prosecution/settlement strategy.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Basic ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.

- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make persuasive legal presentation and argument. Ability to develop reports that may include technical information.
- ◆ Ability to use word processing, spreadsheet programs or other application software as required for position.

### **Minimum Qualifications Required for Entry**

Juris Doctor (J.D.) degree from an accredited school of law and experience in preparation for contested proceedings or an equivalent combination of education and experience enabling the incumbent to perform the essential functions.

### **Licensing/Special Requirements**

- ◆ Membership in the Oregon State Bar Association.
- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; daily dealing with distraught or difficult individuals; weekly attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads or equivalent mobility.

### **Classification History**

As of 10/97: Assistant Attorney I

Revised: 1/98

Revised: 7/2008

Assistant City Attorney 1

January 16, 2009

New class specification title 1/98: Assistant City Attorney I  
Revised: 1/1/09

Status: M2  
FLSA: Exempt

---

Department Head Signature

---

Human Resources Signature

---

Date

---

Date